



Proposed Coronavirus Protocol for Member Use

Employees are required to stay home if they meet any of the following conditions:

1. Employees who have symptoms of acute respiratory illness are to stay home and not come to work until they are free of fever (100.4° F [37.8° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
2. Employees with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:
 - a. If you cannot have a test to determine if you are still contagious, you can leave home after these three things have happened:
 - You have had no fever for 3 **full** days without the use medicine that reduces fevers **AND**
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) **AND**
 - at least 7 days have passed since your symptoms first appeared
 - b. If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
 - You no longer have a fever (without the use medicine that reduces fevers) **AND**
 - other symptoms have improved (for example, when your cough or shortness of breath have improved) **AND**
 - you received two negative tests in a row, 24 hours apart
3. Employees who have been exposed to someone diagnosed with COVID-19 are to self-quarantine, immediately contact their health provider, and contact company HR immediately afterwards.
4. Any employee that travels by mass transit (plane, train, bus) will be required to stay home from work for a period of 14 days following their return.
5. Please notify your supervisor immediately if any of these situations apply to you.

Contract or Temporary Employees:

1. Companies that provide contract or temporary employees are expected to ensure compliance with this protocol and share this document with all workers.

Sick Employees:

1. Employees, subcontractors, vendors, etc. who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day will be separated from other employees and be **sent home immediately**.